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GOVERNOR

STATE OF MICHIGAN
MICHIGAN
DEVELOPMENTAL DISABILITIES COUNCIL
LANSING

ANDRE ROBINSON
CHAIRPERSON
VENDELLA M. COLLINS
EXECUTIVE DIRECTOR

May 1, 2008

TO: Our Colleagues
FROM: Vendella Collins, Executive Director
RE: 2008 RICC-Endorsed Community Mini-Grants

Attached is the Michigan Developmental Disabilities Council's (DD Council's) Request for Proposals (RFP) for its **2008 RICC-Endorsed Community Mini-Grants**. The RFP is for one-year local projects:

- ◆ For up to \$12,000;
- ◆ That respond creatively to the needs of people with DD in their area; and
- ◆ Have the endorsement of their area's RICC.

Each RICC can endorse only one proposal.

A brief explanation of RICCs is on the next page. More detailed information about RICCs is in *Information and Tools for RFP Package 2008 Mini-Grants*

Copies of the RFP, the required proposal forms and instructions, and *Information and Tools for RFP Package 2008 Mini-Grants* are available on the Council's web site, www.michigan.gov/ddcouncil. To get a hardcopy, call (517) 334-6123 or email ddcouncilgrants@michigan.gov.

The deadline for submitting proposals to your local RICC is July 15, 2008. Contact information for all of the RICCs is in *Information and Tools* package. The Council accepts a Mini-Grant proposal **ONLY** after the chair or designee of the area RICC has signed the "Proposal Cover Sheet."

Proposals must arrive *in the Council office at 1033 S. Washington, Lansing MI 48910* by **2:30 p.m. on July 29, 2008.**

On May 22, 2008 at 1:30 p.m., Council staff will conduct a Bidders' Conference for those interested in developing proposals. Attendance is optional, but we strongly recommend it for first time applicants. Section III.B.1. of the RFP package provides more detail on the Bidders' Conference.

If you have questions about this RFP or about the Bidders' Conference, contact Cheryl Trommater at (517) 334-7023, trommater@michigan.gov.

Attachment

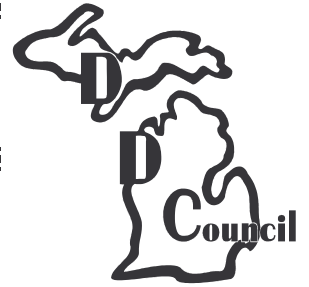
MICHIGAN DEPARTMENT OF COMMUNITY HEALTH
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RICCs (Regional
Interagency and Consumer
Committees on Developmental
Disabilities) are local volunteer
groups supported by the
Michigan Developmental
Disabilities Council.

Their members are people with
disabilities, family members,
advocates and service
providers.

Each RICC addresses
community problems and
provides input to the DD
Council on local issues.

Requests for Proposals:



2008 RICC-Endorsed Community Mini-Grants

Projects to carry out goals and objectives in the *Michigan 5-Year State Plan for Developmental Disabilities, October 1, 2007 to September 30, 2012* in accordance with federal P.L. 106-402, the *Developmental Disabilities Assistance and Bill of Rights Act of 2000*, as amended.

To develop a grant proposal, you will also need:

- Proposal Development Forms and Instructions, and
- *Information and Tools for Mini-Grants.*

This package, and all forms, instructions, and information and tools for developing a proposal, are available on the DD Council's web site:

www.michigan.gov/ddcouncil

Information files are in Adobe Acrobat (pdf) format,
and forms are in Microsoft Word.

Hard copy or electronic files are available by calling (517) 334-6123, or email to ddcouncilgrants@michigan.gov or. Ask for RFP Package 2008 Mini-Grants.

Alternate formats, including large-print versions of all documents and information, are available on request.

Andre Robinson, Chairperson • Vendella M. Collins, Executive Director
Lewis Cass Building • Lansing, Michigan 48913
Michigan Department of Community Health, Designated State Agency • Janet D. Olszewski, Director

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To develop a grant proposal in response to this RFP, you will need the following. All are available on the Council's web site or directly from the DD Council office:

- A. Proposal Development Forms and Instructions:
 - 1. Forms for developing a DD Council grant proposal
 - 2. Instructions for completing the forms
- B. *Information and Tools for Mini-Grants*: Material for use in developing a DD Council mini-grant proposal
 - 1. RICCs: Description, Contact Information, Notification and Review
 - 2. "About DD Council Grants"
 - 3. Summary of previous mini-grants
 - 4. Checklists for general requirements and for checking sustainability
 - 5. "Vendor Registration with the State of Michigan"
 - 6. Specific information relevant to projects in RFP Package *2008 Mini-Grants*.

Section I. The DD Council and Its Grants.

A. Purpose of the DD Council's Grants Program.

1. Principles. P.L. 106-402, the *Developmental Disabilities Assistance*

The DD Council's Mission is:

To support people with developmental disabilities to achieve

and Bill of Rights Act of 2000 (the DD Act) establishes state developmental disabilities councils and regulates their operations. The Michigan DD Council's *Five-Year Strategic State Plan* sets the Council's goals and objectives. The Michigan DD Council is a systems advocate and uses its grants program as one tool to

promote systems change, to better support the aspirations of people with DD. In all of its work, the DD Council supports self-determination and community inclusion and participation for people with developmental disabilities and their families.

2. Strategy. The DD Council has a small budget with which to influence a complex system. In all of its work, it emphasizes strategies that:

- a. Use extensive collaboration to achieve systems level outcomes;
- b. Address changing policies and programs in ways that support self-determination and inclusion;
- c. Use DD Council resources to leverage funds from the community and the services system;
- d. Focus on concrete outcomes for people with DD, and for their families and communities; and
- e. Plan from the start for sustainable results.

DD Council grant projects support

- Self-Determination; and
- Community Inclusion and Participation for people with DD and their families.

Council-funded projects may **NOT** operate in segregated, "disability-only" settings

B. The DD Council's Target Population.

The DD Act defines the term “developmental disability” as:

A severe, chronic disability of a person 5 years of age or older which:

- A. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
- B. Is manifested before the person attains age twenty-two;
- C. Is likely to continue indefinitely;
- D. Results in substantial functional limitations in three or more of the following areas of major life activity:
 - i. self-care; ii. receptive and expressive language; iii. learning; iv. mobility; v. self-direction; vi. capacity for independent living; or vii. economic self-sufficiency; and
- E. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of lifelong or extended duration and are individually planned and coordinated;

Except that such term, when applied to infants and young children means individuals from birth to age 5, inclusive, who have substantial developmental delay or specific congenital or acquired conditions with a high probability of resulting in developmental disabilities if services are not provided.”

The Council may set more specific targets for particular projects. See Section II: Project Specifications

C. Submitting Proposals.

- 1. Forms:** Forms and instructions for writing a proposal are available on the Council's web site, www.michigan.gov/ddcouncil, or from the Council office.

2. Submission to the RICC for Endorsement

Each RICC may select one (and ONLY one) proposal to endorse as a Mini-Grant. Get the proposal to your local RICC (Contact information is in the *Information and Tools for Mini-Grants* package.) by **July 15, 2008**. The Council will accept only one Mini-Grant proposal per RICC, and will not accept any Mini-Grant proposal without RICC endorsement.

- a. Proposals must reach the relevant RICC by **July 15, 2008** to be considered for RICC endorsement.
- b. Each RICC may endorse one proposal to go to the DD Council.
- c. To endorse a proposal, the RICC Chair or designee must sign the proposal's Cover Sheet. (Only one original signature cover sheet is required.)

3. Submission to the Council

- a. **Copies:** The applicant forwards 15 copies of the RICC-endorsed proposal to the DD Council.

- b. **Response Date:** Endorsed proposals must be **IN** the DD Council office by 2:30 p.m. on **July 29, 2008**.

If your organization has never had a contract with the State of Michigan, you must register it as a vendor before the DD Council can issue a grant to it. See the *Information and Tools* package for more information about registering.

- c. **Council Address:** Mail or bring your proposals to the DD Council office:
Michigan Developmental Disabilities Council
1033 S. Washington Avenue
Lansing, Michigan 48910.

For a map to the DD Council office, contact Mitzi Sharp at ddcouncilgrants@michigan.gov

Please Note: Some other Council items are mailed to other locations, but grant proposals must be sent directly to the address above.

Do *NOT* send or bring a grant proposal to the Lewis Cass Building!

D. Incurring Costs.

The Michigan Developmental Disabilities Council and the Michigan Department of Community Health, its designated administering agency, are not liable for costs incurred before issuing a contract.

E. Rejection of Proposals.

The Michigan Developmental Disabilities Council reserves the right to reject proposals received because of this RFP, or to negotiate separately with any source. The State does not intend to award a grant solely based on this request or to pay for information solicited or obtained.



Section II. General Requirements for all DD Council Grants:

A. Self-Determination and Community Inclusion: All DD Council projects must support self-determination and community inclusion for people with DD and their families.

1. Self-determination – Proposed project activities must increase the ability of people with DD to live meaningful lives with:

- a. **Freedom** to choose what they will do with their lives;
- b. **Authority** over funding to provide necessary supports;
- c. **Support** that is individually designed to meet individuals' unique needs, provided by freely chosen family and friends in obtaining and monitoring this support; and
- d. **Responsibility** for the wise use of public funds and for exercising the benefits of citizenship.

A DD Council grant project must foster participation by people with developmental disabilities and their families in planning, doing and evaluating the project.

2. Community Participation – Project activities must promote the ability of people with DD and their families to live, work, learn and take full part in their communities.

- 3. Inclusion** – All project activities must take place in inclusive, integrated settings and programs, NOT in “special” segregated, disability-only places and events.

B. Consumer and minority participation: Proposals must describe:

- 1. Proposal Development:** How people with DD and family members, including minority representatives, took part in developing the proposal itself;

It is the Michigan Developmental Disabilities Council's policy to recognize and support the needs of minorities and culturally diverse populations in all goal activities.

- 2. Project:** How people with DD and family members, including those in minority and culturally diverse populations, will take part in planning, doing and evaluating the project;

- 3. Outreach:** How the project will do minority outreach, to assure diversity among participants; and

- 4. Cultural sensitivity:** Plans for assuring cultural sensitivity in all project activities.

C. Evaluation: Proposals must describe how the project will evaluate its activities and achievements. Evaluation must include:

- 1. Assessment of concrete outcomes** in the lives of participants;
- 2. An annual consumer satisfaction survey;**
- 3. Use of survey responses and other assessments** to improve the project; and
- 4. Indicators and Data:** Proposals must:
 - a. List outcome indicators and
 - b. Describe data collection planned for assessing the project's success in reaching the Council's targeted outcomes in the *Information and Tools for Mini-Grants*.

D. Provide for sustainability of project outcome s beyond the grant period. Proposals must describe how the project will:

1. Assure that capacity developed under a grant project continues; and
2. Sustain innovations, awareness, needed activities and other progress after the end of the grant.

The sustainability checklist in the *Information and Tools* package may help you think about this part of your proposal.

E. Dissemination. Proposals must describe plans to disseminate information and products developed by the project, in order to:

1. Assist others interested in addressing similar issues,
2. Broaden the influence of project outcomes, and
3. Increase awareness among decision makers and community members about the effectiveness of grant project activity.

Products will be provided in a variety of media and in alternative formats as appropriate.

F. Develop Products: All DD Council grant projects must develop and submit:

Monthly: Financial status reports.

Quarterly: (every 3 months): Program progress reports reflecting progress indicators in the project plan, including data on the outcomes and indicators specified by this RFP.

By the end of Quarter 2 (6 months): Dissemination materials appropriate to the size of the project, to include:

1. A tabletop poster display conveying the broad elements of what the project has done and learned.
2. Capacity for a workshop presentation on what the project has learned, adaptable to specific venues. Include project customers as presenters wherever possible and appropriate.

Annually by October 15 of each calendar year in which the project is active, a summary report of the project's achievements during the fiscal year, including:

1. Data on the outcome indicators specified in the Council's state plan and in the grant contract.

2. Summary of project data and results that could be used to educate policymakers and others about the effectiveness of grant project activity.

At the end of the project (Quarter 4): A written final report with:

1. Information about changes in provision of services and supports achieved by the project, including:
 - a. New approaches implemented, successes and barriers; and
 - b. Participant data on those involved with the project, including demographics.
2. Evaluation of the project's progress toward achieving its objectives, in terms of its workplan and outcome indicators.
3. Report on consumer satisfaction and any other assessment(s) specified.
4. A summary description of how people with disabilities and their families participated in planning, implementing and evaluating the project.
5. Summary of progress toward assuring the sustainability of the project beyond the grant period (See the *Information and Tools* package for a sustainability checklist.)
6. Copies of project products, including flyers, informational or advocacy documents, videos, or other products used by the project in carrying out its work.



Section III. Project-Specific Requirements:

RFP: 2008 RICC-Endorsed Community Mini-Grants

A. Purpose: The DD Council invites local organizations to seek their RICC's endorsement of their RICC Mini-Grant proposals for projects to:

- a. Respond creatively to local needs in a Council area of emphasis; and
- b. Promote self-determination, choice, independent living and opportunities for full inclusion for people with DD.

Mini-Grant projects work to increase their community's capacity to respond to the needs of its citizens with developmental disabilities. They might do so by leveraging local resources, carrying out innovative ideas, providing groundwork and training in support of larger efforts, or by a variety of other strategies.

RICC-Endorsed Community Mini-Grants provide a maximum of \$12,000 per award to support one-year local projects endorsed by their area RICCs. Projects must address a DD Council Area of Emphasis, and must support self-determination, choice and opportunities for full inclusion for people with DD. (The *Information and Tools* package includes a list of Council Areas of Emphasis.)

B. Project Activities: RICC Mini-Grant proposals must:

- A. Show how the proposed project would fulfill the Council's purpose, as stated above; and
- B. They may propose projects to:
 1. Organize grassroots advocacy on issues of concern to people with developmental disabilities;
 2. Coordinate programs and services that support self-determination and community inclusion for people with developmental disabilities;
 3. Increase their community's capacity for supporting self-determination and community inclusion for people with developmental disabilities; and/or
 4. Carry out other activities targeted to supporting self-determination, choice and opportunities for full inclusion for people with DD.

C. Outcomes and Outcome Indicators: A proposal for a Council grant must include a workplan that shows how the proposed project would achieve the Council's targeted outcomes. The *Proposal Instructions* package has examples of workplan-level outcomes and indicators. The *Information and Tools for Mini-Grants* package includes a list of the Council's targeted outcomes and indicators for each Area of Emphasis. RICC Mini-Grant proposals may also add outcomes and indicators specific to the project and consistent with the Council's targets.

D. Eligible Applicants:

Local private non-profit or governmental organizations whose proposals are endorsed by certified RICCs.

Use the "Workplan and Schedule" forms in the *Proposal Forms* package to show how your project would carry out activities and achieve the Council's targeted outcomes & indicators.

E. Project Period: One year, starting October, 2008.

F. Project Budget:

DD Funds: The Council has up to \$48,000 to split among 4 - 6 projects, a maximum \$12,000 per project.

Match: Each project must provide local match equal to 25% (3) of the **total** project budget (a of the amount of Council funds requested). e.g.: A Mini-Grant project that gets \$12,000 in DD funds must provide \$4,000 in match. (Yes, that's accurate. See "Match Requirements.")

G. Target Population: See Section 1.B. for the definition of the DD Council's target population. Proposals may also target additional populations, as needed to achieve their designated outcomes.

H. Review Criteria: The Council's review group will use the following score sheet and checklist in comparing and evaluating proposals, to develop recommendations for funding. They are included here to help proposal writers understand the review process and to show what reviewers will look for in a proposal.



Review Criteria and Score Sheet <i>2008 RICC-Endorsed Community Mini-Grants</i>	Possible Score	Review Score
Professional capacity and organizational commitment:		
Values The proposal shows that this agency understands self-determination, community participation and inclusion. Their values are shown in their actions.	15	
Experience in supporting people with developmental disabilities The proposal and their track record show that they have really helped people get choice and control in their lives. They know about the supports in their area. They have informed staff who are able to help people get where they want to go.	15	
Knowledge about disability rights and systems change Evident understanding of rights of people with DD. They assist local citizens with DD in securing their rights. They can work with people with DD and with systems at all levels.	10	
Commitment and capacity to carry out the project They will follow up on what they promise to do. They can and will run a project that will do what they say it will.	10	

Continued, next page

Review Criteria and Score Sheet <i>2008 RICC-Endorsed Community Mini-Grants</i>	Possible Score	Review Score
Quality of the proposal		
Impact on people's lives: This project will work on important problems that are real for people with disabilities. It will make a real improvement in the quality of people's lives. It addresses issues that matter locally and are within the Council's Areas of Emphasis.	10	
Workplan Competent, thorough workplan that shows how the project will do its work. Evaluation design has clear, concrete outcomes and indicators. They show clearly what the project will achieve in people's lives, how it will measure its progress. The plan assures that improvements are sustained after the end of the grant	12	
Budget The budget is complete and accurate. The budget is clear about how they will pay for what they do. Costs look real. They're not too high or too low to support the work proposed	8	
Addresses the RFP They understand the problems that the RFP addresses. The proposal is complete and covers the RFP requirements. Following their plan would do what the RFP intends.	10	
Participation by people with DD, families and minorities. The proposal states exactly how people with DD, and their families, including minorities and culturally distinct populations, helped develop the plan. It tells us how they will help run the project. It tells us how they will be involved in evaluating the project.	10	
Potential Score	100	

Calendar for 2008 RICC-Endorsed Community Mini-Grants

Dates are for information only and may change for a variety of reasons.

May 22, 2008	Bidders' Conference (See III.B.1, above for specifics.)
July 15, 2008	Deadline for getting proposals to RICCs
July 29, 2008	Deadline for getting proposals with RICC endorsement to the Council office <i>by 2:30 p.m.</i>
Usually 30 - 60 days	Review and ranking of Proposals.
	Award decision. Contract development.
October, 2008	Estimated project start-up for winning proposals.
Within 30 - 60 days of startup	Grantee Orientation in Lansing to introduce the purpose and context of the Council's grants program; and to explain reporting, payment, financial requirements, monitoring and evaluation, program and budget revisions.

Section IV. Proposal Review Process

A. Proposal Review.

Overview: RICC-Endorsed Community Mini-Grants have a two-stage Review.

1. RICC Endorsement: A RICC must select the proposal.

- a. Proposals must reach the relevant RICC **by July 15, 2008** to be considered for RICC endorsement.
- b. Each RICC may select and endorse only one proposal for submission to the DD Council. A RICC is not required to endorse any proposal it receives.
- c. To endorse a proposal, the RICC Chair or designee must sign the proposal's Cover Sheet. (Only one original signature cover sheet is required.)
- d. The applicant then forwards 15 copies of the RICC-endorsed proposal to the DD Council, where it must arrive by July 29, 2008.

The Council will accept one (and ONLY one) Mini-Grant proposal per RICC, and will not accept any Mini-Grant proposal without RICC endorsement.

2. Council Review: The DD Council will conduct a state level competitive review of RICC-endorsed proposals. The Developmental Disabilities Council's Executive Director or designee appoints a panel of reviewers for each RFP. Reviewers include people with disabilities, family members and other experts in the area to be addressed. Attention is given to representation from various parts of Michigan and from minority and culturally diverse populations. The panel will review and rank proposals according to the criteria in Section II. Project Specifications using the Review Criteria for the RFP (See *Section II*, above), and makes recommendations for the Council's award decision.

B. Assistance and Information for Potential Bidders.

- 1. Bidders' Conference** for 2008 RICC-Endorsed Community Mini-Grants will be: **May 22, 2008** starting at 1:30 p.m. in the DD Council Conference Room, 1033 S. Washington, 3rd floor; Lansing (a map is available on request)

Staff will explain the Council's grant making practices and the specific requirements for this initiative, reviewing the RFP, the Council's intent in issuing it, requirements, and proposal forms and procedures. A question and answer session will be held. Bidders are not required to attend, and the basic information and handout material can be requested from staff via telephone or e-mail. However, we do not record bidders' conferences and cannot guarantee that all points raised by participants will be covered in any other presentation or format. First time applicants who attended the Bidders' Conference have been more successful in writing fundable proposals.

1. **Further technical assistance** is available by telephone or in person at the Council office. Call (517) 334-7241 or (517) 334-7023 to talk to grants staff or to make an appointment to come in. On request, **as time permits**, staff will review drafts of work plans and budgets, consult on proposal focus and Council intent and advise on most aspects of proposal development.



Section V. Match Requirements

A. Funds from other federal programs.

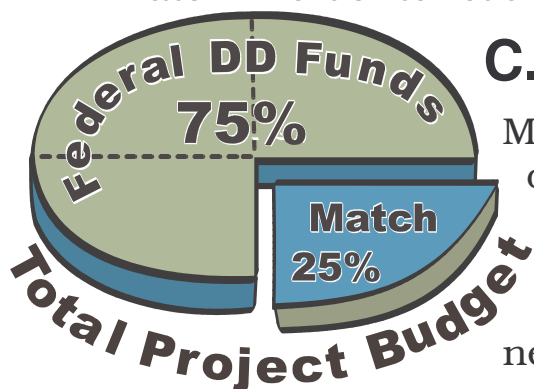
Funds from other federal programs may provide part of the support for a project; but they may NOT be used to match federal developmental disabilities funds.

Match Formula for Local Projects

75% DD Council grant funds
+ 25% Match funds
= 100% Total Project Budget

B. Local Projects.

Most local projects may receive up to 75% of project funding from federal Developmental Disabilities funds. In that case, the project must provide 25% of the total project budget (□ as much as the federal share) as match from non-Federal resources. This formula is for maximum funding. The Council encourages applicants to secure more than the required level of match in order to reduce the amount of federal funding needed.



C. Cash and In-Kind Match.

Matching funds for all proposals may be in-kind or cash. In-kind match can include the cash value of local donated resources such as volunteer time, donated office space, use value of equipment, and other similar resources needed by the proposed grant project.



Section VI. Duration of Funding

The project period for RICC-Endorsed Community Mini-Grants is one year. Contracts will not be renewed for additional years.

